

**TOWN OF TRUMBULL PARK COMMISSION  
USE OF TOWN FACILITIES POLICY  
BY SPORTS ORGANIZATIONS**

January 14, 2008

**BACKGROUND CHECKS FOR INDIVIDUALS WORKING WITH YOUTH**

The Town of Trumbull will perform background checks on all employees and volunteers, full time and part time, prior to participation in any Town youth program.

It shall be the policy of the Town of Trumbull that any individual convicted in a court of law shall be precluded from participation in any youth program as follows:

1. Any individual convicted of any crime of a sexual nature or involving risk of injury to a minor shall be forever precluded from participation;
2. any individual convicted of a crime involving use of controlled substances shall be precluded from participation for a period of 5 years after conviction;
3. any individual convicted of a crime involving sale/distribution of controlled substances shall be precluded from participation for a period of 10 years after conviction;
4. any individual convicted of a crime committed with a lethal weapon shall be precluded from participation for a period of 10 years after conviction;
5. any individual convicted of a crime other than those listed above shall be precluded from participation for a period of 3 years after conviction;
6. any individual whose name has been placed on a state or national child abuse or neglect registry or registry of child or sexual predators shall be forever precluded from participation.
7. For purposes of this policy, motor vehicle citations or infractions shall not be considered a crime.
8. This policy shall not apply to any conviction where the record has been erased in accordance with statute.

It shall further be the policy of the Town of Trumbull that any private youth organization sponsored by the Town, utilizing Town property, or accepting Town funds or in-kind contributions from the Town, must perform background checks on its employees and volunteers working with youth in addition to any additional requirements the organization may have, but said organization policy must not be less strict than the policy prescribed by the Town as stated herein. It is understood that such background checks will be at the expense of the organization. Each private organization must sign this document acknowledging and agreeing to adhere to this policy and must submit a copy of the organization's policy to the own.

**INSURANCE CERTIFICATES**

All organizations need to provide the Finance Department with a Certificate of Insurance with general liability coverage in a minimum amount of \$1million/\$3million, naming the Town of Trumbull as an additional insured.

**FINANCIAL DISCLOSURE**

If any aspect of the organization's agreement for utilization of Town facilities requires financial audit or other auditing or appraisal, representatives designated by the Town of Trumbull shall have the right to examine and copy all writings relating to the agreement with the Town in the possession or control of the organization, and the organization agrees to make such writings available to the Town at reasonable times for said purposes.

**IMPROVEMENT TO TOWN PROPERTY**

The Trumbull Town Charter states that "the Park Commission shall have the care, management and control of all parks and grounds used for park and recreational purposes and all structures thereon."

Whenever there is planning for proposed field maintenance, enhancements or construction projects within our park system, all construction proposals and engineering plans must be submitted to the Park Commission. Once the Park Commission has reviewed engineering plans, made modifications as they see needed, they will then forward these to the appropriate Town agencies. Following Town departmental review, modification and approvals, all comments and/or approvals shall be returned to the Park Commission for its final approval prior to initiation of any and all projects.

The organization shall be responsible for filing any 8-24 application necessary to meet Planning and Zoning Commission requirements.

Any building constructed on Town property belongs to the Town of Trumbull. Construction must be in accordance with Town requirements and a surety bond for completion and payment needs to be filed with the Town before any construction commences.

Proof of compliance shall be required annually.

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PARK COMMISSION SIGNATURE

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ORGANIZATION SIGNATURE

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DATE

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DATE